

MINUTE ITEM

15. PROPOSED BUDGET 1960-61 FISCAL YEAR - W.O. 3232.

After consideration of Calendar Item 21 attached, and upon motion duly made and unanimously carried, the following resolution was adopted:

THE COMMISSION APPROVES:

1. THE PROPOSED BUDGET OF THE STATE LANDS DIVISION FOR THE FISCAL YEAR 1960-61 IN THE TOTAL AMOUNT OF \$1,147,013, INCLUSIVE OF CONTRIBUTIONS TO THE STATE EMPLOYEE'S RETIREMENT FUND. THIS APPROVAL IS TO BE SUBJECT TO FINAL REVIEW AND APPROVAL OF THE BUDGET PROPOSAL BY THE DEPARTMENT OF FINANCE.
2. THE ESTABLISHMENT OF POSITIONS AS FOLLOWS:

	<u>NO.</u>
EXECUTIVE	
JUNIOR COUNSEL	1
ADMINISTRATIVE SERVICES	
ADMINISTRATIVE ASSISTANT I	1
INTERMEDIATE TYPIST-CLERK	1
MINERAL RESOURCES	
SENIOR MINERAL RESOURCES ENGINEER	1
ASSOCIATE MINERAL RESOURCES ENGINEER	1
OIL GAUGER	1
AUDIT	
GENERAL AUDITOR II	1
ACCOUNTANT-AUDITOR I	1
COMMERCIAL AND RECREATIONAL LEASING	
ASSISTANT LAND AGENT	1

Attachment
Calendar Item 21 (3 pages)

Following presentation of Calendar Item 21, Mr. Fred Zweiback, Executive Secretary to the Chairman, commented on the salary being paid to the Staff Counsel of the State Lands Division, and suggested that the Personnel Board be requested to restudy this matter with a view to increasing the salary, as it could not be hoped to retain competent help unless the pay were commensurate with the work and responsibility of the position. The Executive Officer stated that efforts along this line had already been made and were partially successful in that the position was now indicated to be in the range of Assistant Counsel, and that a motion by the Commission, favoring a higher salary, might prove helpful.

UPON MOTION DULY MADE AND UNANIMOUSLY CARRIED, A RESOLUTION WAS ADOPTED FAVORING THE RECLASSIFICATION STUDY OF THE POSITION OF STAFF COUNSEL OF THE STATE LANDS DIVISION, WITH A VIEW TO ESTABLISHING A SALARY AND CLASSIFICATION MORE COMMENSURATE WITH THE DUTIES AND RESPONSIBILITIES OF THE POSITION, AND REQUESTING THAT THE STATE PERSONNEL BOARD BE SO NOTIFIED AND REQUESTED TO RESURVEY THE RECENTLY INDICATED CIVIL SERVICE CLASSIFICATION OF ASSISTANT COUNSEL.

CALENDAR ITEM

21.

PROPOSED BUDGET 1960-61 FISCAL YEAR - W.O. 3232.

The budget proposal for the State Lands Commission, Department of Finance, for the 1960-61 Fiscal Year reflects an estimated increase in operating costs of 5.9 per cent as compared with the current year. This increase is considered nominal in view of the fact that barometers of activity indicate the agency will be called on to handle a heavier work load during the forthcoming fiscal year than it has in any past fiscal period.

Factors to be given consideration are:

1. New duties assigned by the Legislature at its 1959 session,
2. An increase at the beginning of the current year of 12 per cent in the backlog of transactions to be handled, despite the fact that the agency disposed of 50 more transactions during the past year than it had in the year prior,
3. A heavy, but currently unpredictable and uncontrollable, work load to be discharged in connection with litigation,
4. A similarly unpredictable work load to be undertaken in connection with the development of new leases for oil and gas extraction.

Taken together these factors all point to increased activity during 1960-61 and thus a need for additional staffing and provision for additional services if the agency is to discharge its functions properly during the forthcoming period.

Details of the agency's proposed program and a justification for the budget presented has been furnished to the Commissioners separately.

A comparative summary and analysis of the current and the proposed budgets follows:

<u>State Lands Division</u>	<u>Estimate 1959-60</u>	<u>Proposed 1960-61</u>	<u>Increase or Decrease</u>
Number of Positions	105.1	109.8	+ 4.7
Administration-Support	\$1,030,939	\$1,091,259	+ \$60,320
Contributions to Retirement Fund	51,777	55,754	+ 3,977
Total Expenditures	\$1,082,716	\$1,147,013	+ \$64,297 (+5.9%)

CALENDAR ITEM 21. (CONTD.)

Comparison by Object Category

<u>Description</u>	<u>Current Year</u>	<u>Budget Year</u>	<u>Difference</u>
Salaries and Wages	\$ 680,380	\$ 732,643	+ \$52,263
Operating Expenses	427,426	394,751	- 32,675
Equipment	<u>10,230</u>	<u>21,841</u>	<u>+ 11,611</u>
Total Allotments	\$1,118,036	\$1,149,235	+ \$31,199
Estimated Reimbursements	- 87,097	- 57,976	+ 29,121
Net Expenditures	\$1,130,939	\$1,091,259	+ \$60,320

Salaries and Wages. Costs estimated for 1960-61 show an increase of \$52,263, or 7.7 per cent. This amount is composed of normal salary adjustments, \$1,858; proposed new positions \$55,524, less an increase in estimated salary savings of \$5,119. Nine new positions are proposed for 1960-61. Details as to the nature of these positions are included in the copy of the budget justification furnished the Commissioners.

Operating Expenses. The decrease of \$32,675 arises chiefly from a reduction in the estimated costs for two special projects—Indexing State Lands and Determination of Boundaries of Tide and Submerged Lands - City of Long Beach. Reductions in costs total \$37,000, against which there are minor offsetting increases.

Equipment. An increase in oil drilling activity at Santa Barbara will result in a requirement for an additional automobile for oil gauger service. Provision has also been made for the replacement of three vehicles to be surveyed out during the budget year on the basis of State standards.

The request also provides for additional field equipment required by land appraisers, and for additional equipment that will be required for the expanded office space of the Division at Los Angeles. It is anticipated this space will be available during 1960-61.

IT IS RECOMMENDED THAT THE COMMISSION APPROVE:

1. THE PROPOSED BUDGET OF THE STATE LANDS DIVISION FOR THE FISCAL YEAR 1960-61 IN THE TOTAL AMOUNT OF \$1,147,013 INCLUSIVE OF CONTRIBUTIONS TO THE STATE EMPLOYEE'S RETIREMENT FUND. THIS APPROVAL IS TO BE SUBJECT TO FINAL REVIEW AND APPROVAL OF THE BUDGET PROPOSAL BY THE DEPARTMENT OF FINANCE.
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